

## MEMO TO THE STUDENT COMMUNITY OF FRANKLIN PIERCE UNIVERSITY

Franklin Pierce University in conjunction with the SymQuest Group is excited to announce the implementation of a major "GREEN" initiative with regard to printing and copying for students. The major objectives of the new direction are to reduce the overall carbon footprint associated with copying and printing devices, limit the amount of paper waste and streamline the work processes associated with the printing, copying and distribution of documents.

For the Franklin Pierce student community, this means a comprehensive strategy designed to provide each student with a sufficient amount of printing to accommodate their basic printing needs.

What do we expect to accomplish?

- We will become a "greener" campus by reducing waste associated with unnecessary copying and printing, promoting two sided printing whenever feasible and the recycling of depleted toner cartridges.
- We will reduce the carbon footprint campus wide by consolidating resources.
- Our new initiative will allow better management of our document output assets with the ability to monitor the use and operations of the new equipment. This will ensure that we will have the right equipment in the right location performing the right applications.

What should you know?

- During the month of September, the Franklin Pierce IT Department along with SymQuest will be testing the new RavenCard printing system for copying and printing. Students will be notified in advance of the "go live" date.
- Each student will receive 500 sheets of paper per semester at no charge for making prints and copies. Copies and prints in excess of the 500 sheet allotment will be charged to each student's Raven account at the rate of 3 cents per sheet of paper- single or double sided.
- To access the new copier/printers, students will use their Franklin Pierce University RavenCards at the student accessible machines located in the Library, Marcucella Hall - PC Lab, Petrocelli Hall - "MAC" Lab, Fitzwater JLab and the IT Lab located on the ground floor of the Library.
- Students will swipe their RavenCards using the card swipe device located next to these machines. Copies and prints will be recorded and debited from each student's printing account which is associated with their RavenCard.. Students will also be able to view the balance of their print/copy page allotment on their cards at each of the eight swipe terminals located around the campus.
- Each machine is set to automatically copy & print on both sides of each sheet of paper, otherwise known as "duplexing".
- When single sided copied and printed pages are required, the duplex setting may be deselected by touching the duplex button or icon. This will allow for single sided printing when required. Upon completion of the single sided job, the machine will default back to the duplex mode.

We have selected the SymQuest Group as our document partner for the high level of experience and support they offer Franklin Pierce University. As we transition to this new environment, we appreciate the cooperation of faculty, students and staff in working together to enhance the productivity of our document processes while reducing our carbon footprint and helping FPU to become a better environmental citizen.

